



EARLY LEARNING COALITION
OF POLK COUNTY
Heart of Education

2022-2023 ELC TRAINING INCENTIVES PROGRAM (TIP) PROVIDER PARTICIPATION AGREEMENT
THIS IS A SAMPLE. YOU WILL SIGN THIS WITH YOUR ONLINE REGISTRATION.

As a participant in the Training Incentives Program (TIP), I agree that

1. Only instructional and administrative staff listed in a School Readiness provider's Quality Performance System (QPS) staff roster is eligible for this program.
2. The Early Learning Coalition of Polk County reserves the right to approve or deny each participant's registration request.
3. I will complete the Training Incentive Program strategy selected.
4. I have received, read, and understand the policies outlined in the strategy I have chosen.
5. I have been given the opportunity to ask questions and address concerns prior to the strategy start date.
6. I may only register for one course in the program.
7. I may not be eligible for any stipends provided by the Coalition (and/or partner agencies) if all strategy requirements are not met.
8. If I have already taken the course in the past, I am not eligible to take that exact course again.
9. If I registered for, but did not complete, any 2021-22 course in this program, I may not be eligible for my selected course.
10. The requirements for each strategy may include online requirements, attendance-related requirements, course participation requirements, completion of assignments, completion of assessments/testing, achieving course mastery, or other items/requirements as determined by the Coalition.
11. If I do not attend the first session, I may be automatically withdrawn from the strategy.
12. If I am eligible for a stipend, check distribution dates will be determined by the Coalition and may not occur until the end of the 2022-2023 fiscal year.
13. A registration fee is required to be paid by each participant, for each course registration. If changes are made to the registration, the fee must be paid again.
14. There may be costs associated with each strategy and acknowledge that the Coalition will cover some costs including enrollment dues, kits, or other pre-approved equipment or materials.
15. If there are additional costs associated with the strategy I have chosen, I acknowledge that I am responsible for any costs which are not covered by the Coalition.
16. All courses require a computer or tablet with a camera and microphone, as well as stable internet service. This will be provided by the participant.
17. In the event I begin a strategy and do not continue and/or complete it, I may be responsible for paying any costs previously paid by the Coalition on my behalf.
18. Participation in the Training Incentive Program is voluntary.
19. I will inform the Coalition of any changes in my employment that occur during this program.
20. In order to receive the stipend, I must be employed by a School Readiness provider contracted with ELC Polk at the time of registration, throughout the duration of the course, and at the time that stipend payments are made.
21. It is my responsibility to keep my personal contact and employment information up to date in the Learning Management System (LMS) within Webauthor. This information will be used to distribute stipend payments, certificates, etc.